

Director of Parks and Recreation

GENERAL SUMMARY

- Primary functions of the job are to assume responsibility for all programs, activities, events, rules, policies, lease and management agreements, vendor agreements, maintenance agreements, new construction and improvement projects, and partnerships for all County parks.
- Plan, develop, administer, and evaluate department services, and work with Parks and Recreation Office Manager to supervise all full-time and part-time staff.
- Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.
- This position may require irregular hours. May also be required to work on-call in an emergency. This position may require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Directs, manages, administers, monitors, and oversees all operations and activities of the department in a manner that conforms to the mission, goals, and objectives of the County.
- Supervises all staff of the department, either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
- Develops recreational and cultural programming partnerships; develops and manages partnership agreements and rental agreements.
- Researches, scrutinizes, and seeks funding opportunities for park improvement and other projects. Writes and manages grants, develops, and maintains donor lists, develops fundraising plans for individual projects.
- Develops strategic plans for the department, including evaluating operations and functions, developing business plans and strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing needs, analyzing financial and operations data, and related activities.
- Develops and maintains five-year recreation plan, as required by the Michigan Department of Natural Resources, and other park plans, as directed by the Parks and Recreation Commission.
- Works with Facilities Management Director and other County staff, as required, to oversee park projects requiring construction and land development.
- Acts as staff liaison for and administratively supports the Parks and Recreation Commission and its teams, committees, and subcommittees; develops meeting packets, schedules, and recommendations for motions.
- Prepares the Departments annual budget; reviews financial reports to ensure adherence to budget; prepares budget adjustments; reviews and authorizes accounts payable/receivable activities; manages assigned accounts and funds. Performs other financial functions and responsibilities specific to the department, which may include fundraising, seeking additional funding methods, managing grants.

- Directs and manages community and public relations activities and messages, representing the department to the public. Oversees the development of press releases, website content, newsletters, marketing plans, promotional materials, annual or periodic reports, etc. Participates in community events and partnerships; serves on community boards, committees, or groups; speaks at events and local meetings.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing. Investigates and resolves complaints and concerns from customers and constituents.
- Manages contracts with program partners, vendors, and contractors. Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to and oversees/evaluates the work of vendors/contractors.
- Responds to requests for information and provides subject-matter-expert guidance to other departments, citizens, the general public, and/or outside agencies.
- Collaborates with County leadership, other County departments, representatives of other jurisdictions/agencies to establish and maintain optimal department operations and appropriate services to constituents and customers.
- Ensures compliance with statutory responsibilities and directives; evaluates and communicates the impact of potential legal or regulatory changes on the department and the County. Seeks to ensure that department activities, procedures, and outcomes are consistent with industry standards and best practices.
- Conducts or oversees a variety of special projects, including research, data analysis, and reporting related to the department's function or mission.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's degree
- Six to eight years progressively responsible and directly related experience working for related businesses, organizations, or agencies.
- Two years of supervisory experience working for related businesses, organizations, or agencies.
- Two years of contract review, development, and management experience.

CERTIFICATIONS, LICENSES (minimum requirements)

Must have valid driver's license and personal vehicle insurance and maintain eligibility to drive as per the County's Vehicle Policy.

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position. May be required to serve in an "on-call" capacity.

DISTINGUISHING CHARACTERISTICS

Work involves developing new guidelines and techniques, establishing criteria, or developing new information where guidelines might not exist for all situations, and considerable independent judgment, personal discretion, and resourcefulness are necessary to interpret circumstances and to make decisions in major areas where there might be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable. This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

Might be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; used hands to finger, handle, or feel. Occasionally might be required to lift/move up to 25 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation.
- Advanced knowledge of federal, state, and local legislation, regulations, and ordinances relevant to the department.
- Advanced knowledge of property management and contract enforcement.
- Advanced knowledge of park and community planning principles.
- Advanced knowledge of grant writing and fundraising.
- Advanced knowledge of the procedures, policies, practices, and fields of knowledge specific to the department.
- Some knowledge of governmental accounting, budgeting, financial management, and procurement.
- Thorough knowledge of County functions, organization, and the department's role and relationships with other agencies/jurisdictions.
- An understanding of the County's parks and the organizations that provide recreational and cultural programming in the parks.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Advanced interpersonal skills necessary to develop and maintain effective and

appropriate working relationships with customers, co-workers, and representatives of other agencies.

- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in crisis management, including the management of critical incidents.
- Ability to work in a unionized environment; ability to negotiate and facilitate labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully.
- Ability to lead with vision and demonstrate strong leadership qualities.
- Ability to take initiative and drive organizational excellence.
- Ability to develop and execute strategic plans, champion, and manage change, and articulate County leadership's priorities.
- Ability to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives; develop liaison relationships between the community and the County.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to manage a board or commission and committees, and to facilitate meetings effectively and efficiently.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.